



DEPARTMENT OF THE AIR FORCE
HQ WARNER ROBINS AIR LOGISTICS CENTER (AFMC)
ROBINS AIR FORCE BASE GEORGIA

27 FEB 2001

MEMORANDUM FOR SEE DISTRIBUTION

FROM: WR-ALC/PK

SUBJECT: Policy/Procedure Change for Posting Synopsis, Solicitations and Award
Notices on the Internet

1. In 1996, WR-ALC/PK began posting Request for Proposals (RFPs) on the Internet using our local PK web server. In 1998, we expanded this process to include Requests for Quotations (RFQs) between \$10,000 and \$100,000. In 1999, we expanded again to include all solicitations with the exception of oral solicitations. Last year, the Electronic Posting System (EPS) was deployed by the Air Force. EPS is a centralized web server available for use by all government sites and was designed for buying personnel to post their pre-solicitation notice, solicitation, attachments and award notice directly to EPS using a web browser. SAF/AQ and HQ AFMC/PK mandate use of EPS.
2. Due to initial problems with the EPS web server and problems with Internet communications at Robins AFB, WR-ALC/PKXD decided to take on the task of posting solicitations to both our local web server and the EPS web server to prevent buying personnel from having to deal with these problems. These problems with both the EPS web site and Internet communications at Robins AFB have improved to the point where buying personnel can now be responsible for posting their own pre-solicitation notice, solicitation, attachments, and award notice directly to EPS using a web browser. Buying personnel received training on EPS during FY00. Training will be provided for new hires during the months of March and April.
3. EPS has recently changed its name to Federal Business Opportunities (FedBizOpps). On August 21, 2000, a proposed amendment to the Federal Acquisition Regulation (FAR) was published in the Federal Register to establish Federal Business Opportunities ("FedBizOpps.gov") as the single point on the Internet where vendors can access the information they need to bid on government contracts over \$25,000. The proposed FAR changes along with supplementary information and rationale for the proposed selection of FedBizOpps, appears at 65 Federal Register 50872 (August 21, 2000) (<http://www.fedbizopps.gov/News/article2.html>). A draft interim FAR rule was sent to the Civilian Agency Acquisition Council (CAAC) and Defense Acquisition Regulation Council for approval January 25, 2001.
4. Effective March 5, 2001, an electronic version of all pre-solicitation notices, solicitations, attachments and award notices for all acquisitions will be posted by buying personnel directly to the FedBizOpps web server (formally EPS) at <http://eps.satx.disa.mil/> or <http://www.fedbizopps.gov/>. The first site was specifically established for military users to improve access speed. The second site should work better for vendors and other non-military users. However, anyone may use whichever site works best. The following actions are excluded from the posting procedures:

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- a. Acquisitions estimated at less than \$10,000 that are solicited orally in accordance with FAR 13.106-1, via E-mail, or via E-FAX.
 - b. Letter solicitations of any dollar value.
 - c. Sealed Bidding (FAR Part 14).
 - d. Contingency contracting.
 - e. Information inappropriate for Internet release due to security/sensitivity issues.
5. Buyers and contracting officers are reminded that the Internet may be accessed worldwide; therefore, classified information and source selection sensitive information (see FAR 3.104) should not be published on the Internet. Such information should be handled through established procedures. Contractors who request hard copies of restricted information are subject to the qualification requirements that would normally be imposed.
6. FedBizOpps requires that a pre-solicitation notice be created for every solicitation before the solicitation or other documents can be uploaded. When posting a pre-solicitation notice to FedBizOpps, be sure and choose the "Send to CBD" option that will send your synopsis to the CBD automatically. Also be sure you choose one of the automatic archival date options rather than manual archival. Local guidance for posting to FedBizOpps can be found in the Contracting Handbook Part 5.1 <http://contracting.robins.af.mil/afmil/hb/table.ssi>. A detailed training manual is available at <http://www2.eps.gov/EPSEBuyersManual/coversheet.htm>.
7. WR-ALC/PKXD will continue to maintain the local web server for posting of high visibility RFPs, Source Selections and base contracting projects. This local posting is optional and is in addition to the FedBizOpps posting requirement. Procedures for posting to the local PK web server have not changed.
8. Our point of contact for policy issues is Soraya Hall, WR-ALC/PKPB, 61924. Point of contact for the FedBizOpps web server and the local PK web server is Steve Clark, WR-ALC/PKXD, 66193. Point of contact for FedBizOpps user-ids and passwords is Barbara Maddox, WR-ALC/PKXD, 62281.



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